

## The Lewis County WorkPlace Job Order Form



Please complete this free job listing order form and return via  
 email: [Thomas.Fulmer@dfa.state.ny.us](mailto:Thomas.Fulmer@dfa.state.ny.us)  
 or fax: (315) 376-5328.  
 If you have any questions, please call 315-376-5410 (Thomas).

### Company Details:

Company Name \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Mailing Address (if different) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_  
 Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Are you a Federal Contractor? Yes \_\_\_ No \_\_\_  
 Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
 Contact Email \_\_\_\_\_ Contact Phone # \_\_\_\_\_

### Job Details:

<b>Job Title:</b> _____	<b>Start Date:</b> _____	<b># of Openings:</b> _____
<b>Referral Instructions:</b> E-mail Resume: ___ Fax Resume: ___ Call for Appt: ___ Mail Resume: ___ Apply in Person: ___ Apply Online: ___ Other: _____		
<b>Minimum Education Required:</b> Less Than HS: ___ HS Diploma/GED: ___ AAS: ___ BA/BS: ___ Masters: ___ Other: ___		
<b>Minimum Experience:</b> Years ___ Months ___	<b>Salary Range:</b> From \$ _____ to \$ _____ per _____	
<b>Job Is:</b> Regular ___ Short Term ___ (Duration: from ___ to ___) Full Time ___ Part Time ___		
<b>Work Hours:</b> From ___ to ___	<b># of Hrs/Wk:</b> _____	<b>Overtime Required?</b> Yes ___ No ___
<b>Normal Workday:</b> Sun ___ Mon ___ Tues ___ Wed ___ Thu ___ Fri ___ Sat ___ Varies ___		
<b>Job Description:</b> _____ _____ _____ _____ _____		

### Other Hiring Requirements & Benefits:

Driver's License: Yes \_\_\_ No \_\_\_ CDL? A \_\_\_ B \_\_\_ C \_\_\_ Endorsements? \_\_\_\_\_

Physical Exam: _____ Yes _____ No	Drug Screening: _____ Yes _____ No
Must Join Union: _____ Yes _____ No	Must Have Tools: _____ Yes _____ No
Health Insurance: _____ Yes _____ No	Sick Leave: _____ Yes _____ No
Dental Insurance: _____ Yes _____ No	Holiday Pay: _____ Yes _____ No
Vacation Pay: _____ Yes _____ No	Retirement/Pension: _____ Yes _____ No

### Customized Recruitment:

- Would you be interested in holding open interviews at our office to fill your open positions? \_\_\_ Yes \_\_\_ No
  - We will advertise the recruitment on our social media sites & marquee in front of our building and send out emails to our customers fitting your recruitments stating what you are hiring for & when you will be holding interviews.